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COMPTROLLER GENERAL'S OFFICE
ANNUAL ACCOUNTABILITY REPORT
FISCAL YEAR ENDING
JUNE 30, 1996

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COMPTROLLER GENERAL'S OFFICE

MISSION STATEMENT

Mission Statement: The Comptroller General's Office supervises and accounts for all state expenditures, both payroll and operating. The Office provides for centralized payroll, accounting and reporting of financial data in accordance with the statewide program budget structure mandated by the General Assembly and Generally Accepted Accounting Principals (GAAP). The Office is also responsible for the supervision of collecting all property taxes, assisting county auditors, treasurers, and tax collectors, and reimbursing counties for homestead exemption and merchant inventory.

COMPTROLLER GENERAL'S OFFICE

PROGRAM NAME: Administrative Division

PROGRAM GOAL: Provides executive management, coordination and support for the Comptroller General's Office. Renders services in the areas of personnel, public relations, employee benefits, procurement and budget and finance to support all divisions and ensure compliance with all state and federal requirements. Personnel files are maintained for 85 employees and 92 county auditors and treasurers.

The variety of office management and administrative support services performed by this division contributes to optimum efficiency throughout the Office and assists the Comptroller General in his statutory duties and leadership role.

PROGRAM OBJECTIVES: Assist the Comptroller General in his duties, provides Office employees with an efficient and user friendly payroll and employee benefits system; coordinates staff development and training; provides applicants referral assistance in their employment search; provides an internal financial, property management, and procurement system that will give the citizens of our state efficient use of their tax dollars; provides all state employees participating in the State's United States Savings Bond program with a rapid response to their questions and a timely purchase of their bonds; coordinates special projects as assigned by the Comptroller; and to respond to inquiries from the general public, the news media and the General Assembly. Staff monitors and keeps agency management apprised of legislation with potential impact on office operation.

PERFORMANCE MEASURES:

Workload Indicators:

- 2,600 payroll and personnel transactions for employees, the Office of Human Resources and the Human Affairs Commission
- 2,139 employee transactions for FMLA, personnel leave, training and meeting reports and information on the employee's personnel benefits and actions
- 1,960 transactions involving U. S. Savings Bonds, processing purchases, reconciling financial records, telephone calls and correspondence with state employees and the Federal Reserve Bank
- 430 transactions involving inventory of the state's property
- 1,131 requisitions and purchase orders to ensure the Office obtains goods and services economically and complies with various state regulations
- 245 actions involving reports, sales tax reports, minority vendor reports, materials management reports and involvement in annual audit
- 900 internal financial transactions

Outcomes: Many of the activities can not be measured with workload indicators. One measure of the effectiveness of the Office's activities are the annual audits. For the last several years this Office has received a clean management letter and financial audit by private C.P.A. firms, the State's procurement audit staff and audits by the Division of Insurance Services.

COMPTROLLER GENERAL'S OFFICE

PROGRAM NAME: Local Government Division

PROGRAM GOAL: To maintain direct contact with the county auditors, treasurers, and tax collectors. Supervises the property tax collection process. Audits reports filed by the counties as required by law. Audits requests for reimbursement under the Homestead Tax Exemption Program from South Carolina's counties and municipalities. Prepares reports for the Comptroller General's financial report from information furnished by the counties and audited by Office staff. Conducts workshops and seminars to advise auditors, treasurers and tax collectors on procedures and forms for submitting reports to the Comptroller General's Office.

PROGRAM OBJECTIVES: Processes requests for reimbursements under the Homestead Tax Exemption Program. Reimburses counties for the property tax relief fund. Disburses funds to the counties and municipalities for the Merchants' Inventory Tax Program. Disburses other funds as required by the Appropriation Act. Keeps counties informed of any new requirements that occur by changes in the law. Supervises the Annual County Auditors, Treasurers, and Tax Collectors Academy conducted by the University of South Carolina's Institute of Public Affairs.

PERFORMANCE MEASURES:

Workload Indicators:

- \$ 46,702,432 disbursed to counties and municipalities for 237,385 homestead exemptions
- \$ 40,560,085 disbursed to counties and municipalities for 51,414 merchants' inventory exemptions
- \$ 239,400 disbursed as salary supplements to Clerks of Courts, Probate Judges, Sheriffs and Registers of Mesne Conveyance
- \$ 139,469 disbursed to counties for tax forms and supplies attended the Annual County Auditors, Treasurers and Tax Collectors Academy supervised by this Office.
- \$ 207,693,661 disbursed to counties under the property tax relief fund

COMPTROLLER GENERAL'S OFFICE

PROGRAM: Central State Audit Division

PROGRAM GOAL: Conducts a pre-audit of all disbursements of South Carolina State Government to ensure that agencies comply with the annual Appropriation Act. Certifies the validity, authenticity, and legality of each payment. For FY 1997 - 98, this will include processing approximately 1,750,000 contingent vouchers and maintaining a payroll system for approximately 55,500 employees.

PROGRAM OBJECTIVES: To process contingent vouchers as accurately as possible in a timely manner. To deal with agency errors in a firm and professional manner to clear the error status as soon as possible. To incorporate system changes as a result of changes in legislation and regulations and to inform agencies of those changes as they affect disbursements. To process payrolls in an accurate yet timely manner to ensure employees' gross pay is charged accurately and all deductions are accounted for and disbursed accurately. To ensure accurate and timely reporting of information to the various retirement systems and income tax authorities. To plan for the ever-increasing, liberal voluntary deduction possibilities. To provide consultation on legislation concerning the payment of funds or the financial impact of proposed legislation.

PERFORMANCE MEASURES:

Workload Indicators:

- 1,335,000 personal service payments each year
- 1,050,000 changes to the payroll file
- 1,725,000 contingent vouchers and IDT's processed
- 92,000 W-2 and 1099 files maintained and forms issued.

COMPTROLLER GENERAL'S OFFICE

PROGRAM: Central State Finance Division

PROGRAM GOAL: Provides for the centralized accounting and reporting of the State's financial activities. Produces a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) and issues policy directives to State agencies as needed to accomplish this goal. Provides timely, accurate statewide financial data needed by state government and by external parties such as bond raters, potential bond purchasers, other State creditors, citizen groups, and agencies of the Federal government. Maintains a centralized Records Management Center that receives and safeguards input documents submitted by state agencies.

PROGRAM OBJECTIVES: To create a Chart of Accounts for the fiscal year that includes all appropriated and supplemental appropriation accounts; estimated sources of revenue for general, earmarked, restricted and federal funds; and for agencies implementing a Capital Improvement Bond Program. To pre-audit all appropriation/cash transfers and journal vouchers from state agencies prior to input into STARS. To issue the State's audited Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles for the fiscal year ended June 30 within six months of that date.

PERFORMANCE MEASURES:

Workload Indicators:

- \$58,936,294,754 of financial transactions monitored and accounted for in accordance with the Appropriation Act
- 1,684,797 input documents handled prior to being input into STARS
- 3,498 accounting reports provided to state agencies
- 3,331 responses for requests for original source documents
- 101 audit verifications provided to independent CPA firms used in auditing state political subdivisions
- 66 special reports prepared as requested by legislators, newspapers, or other authorized individuals

Efficiency Measures:

- \$ 2,806,490,226 of financial transactions accounted for per applicable FTE
- \$ 2,201,089,067 state assets properly reported in the State's CAFR per applicable FTE
- 421,199 STARS input documents handled per applicable FTE
- 3,362,050 financial documents maintained and accounted for per applicable FTE

COMPTROLLER GENERAL'S OFFICE

PROGRAM: Data Processing Division

PROGRAM GOAL: To provide information technology support to all of the programs administered by the Comptroller General's Office.

PROGRAM OBJECTIVES: Maintains and enhances the Statewide Accounting and Reporting System (STARS); the Statewide Payroll System (PAYROLL); the internal support systems (Agency Accounting, Supply Inventory, Property Management, Employee Leave and related programs); and statewide ancillary support systems (U.S. Savings Bonds, Court Ordered Child Support Payments, Tax Garnishments, 1099 Tax Reporting, Merchants' Inventory, Homestead Exemptions, and other related programs).

PERFORMANCE MEASURES:

Workload Indicators:

- 3,800,000 STARS transactions processed
- 750,000 STARS control/management records maintained
- 1,000,000 records for GAAP reporting maintained
- 600,000 PAYROLL transactions processed
- 180,000 PAYROLL records maintained
- 350,000 records for internal and ancillary systems processed and maintained
- 2,900 computer programs maintained in library
- 42,000 jobs per year submitted, monitored and successful completion insured
- 23,000 external input and output tapes and diskettes processed per year
- 50,000 internal tapes per year (creation and retention management)